

Suspense:  
Date:  
Date Rcvd: \_\_\_\_\_  
Assigned Person: \_\_\_\_\_

CENAB-EN-MC

[For new contracts only, send this Request thru Design/Geotechnical Branch for signature of Attachment G.]

FOR Chief, Contracting Division, ATTN: CENAB-CT-A

**SUBJECT: REQUEST FOR ARCHITECT-ENGINEER CONTRACT ACTION**

Purchase Request and Commitment Number \_\_\_\_\_

**A. Service Required and Costs (See Applicable Schedule of Fees)**

___ New "C" Contract	___ Claims Processing	___ Other
___ Mod. to "C" Contract	___ Contract Ext.	
___ Modification to D.O.	___ Process BCM	
___ Delivery Order	___ New "D" contract	

**B. Project Title, Location** \_\_\_\_\_

<b>C. Contract Instrument Cost Code (or MIPR)</b>	<b>OWI#</b> _____	<b>Amount</b> \$ _____
	<b>OWI#</b> _____	<b>Amount</b> \$ _____
	<b>OWI#</b> _____	<b>Amount</b> \$ _____

<b>D. Admin. Charge Code</b> _____	<b>Amount</b> \$ _____
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**E. Attachments:**

_____ Contract Request Package	_____ D.O./Mod Package
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A. CBD with checklist	A. Scope	D. Negotiation Memorandum
B. MIPR	E. Funds Certification	E. Purchase Request and Commitment
C. Scope	F. Deleg. of Proc. Authy (FIPS)	F. Reservation
D. GE	G. In-House Non-Avail Stmt*	

\*Attachment G, In-House Non-Availability Statement, is required pursuant to 10 U.S.C. 4540, to initiate a new contract. It must be signed by the Chief of Design or Geotechnical Branch prior to forwarding this form to Contracting Division.

**H. AE Name/Contract No.** \_\_\_\_\_

**I. Project Manager & Office & Phone No.** \_\_\_\_\_

**J. I have reviewed this request and find it to be clear, concise, properly funded, and all documentation is provided.**

**SECTION CHIEF**                      Signature \_\_\_\_\_

**K. Option Year Determination (For IDTC's only), is required pursuant to EFARS 36.602-90(c)(106). It must be signed by the Contracting Officer and the District Engineer prior to advertising for IDTC contract.**